



Quick Reference Guide

Welcome to ScanSoft PDF Converter 2 for Microsoft Word

The ScanSoft® PDF Converter 2 for Microsoft® Word lets you convert PDF files to editable Word documents. It also lets you open PDF files directly in your Microsoft Word application, edit them and save them as Word documents. It converts Portable Document Format (PDF) files up to and including version 1.5. Encrypted PDF files can be opened if the required password is provided. PDF Converter distinguishes two types of PDF files: document-like files and form-like files. You must choose one of these descriptions before starting the conversion because PDF Converter uses different algorithms for each.

Most PDF files contain a text layer with standard character encoding. ScanSoft PDF Converter is designed to convert these files. PDF files not meeting these criteria must be converted by Optical Character Recognition (OCR).

If ScanSoft OmniPage Pro® is available on your system, PDF Converter can be directed to offer or use its services.

Table of Contents

Installation and Activation	2
How to Get Help	3
Presenting the Program	3
Starting the Program	3
1. The Windows Start Menu	3
2. The Open PDF button in a Microsoft Word Toolbar	3
3. The Open Dialog Box in Microsoft Word	4
4. Microsoft Outlook	5
5. Microsoft Internet Explorer	5
6. Your File System	5
How to Convert PDF Documents	5
How to Convert Form-like PDF Files	5
Saving Converted Files	6
Handling Image-only PDF Files	6
Language Support	6
Un-installation	6

To learn more about ScanSoft's office productivity and speech recognition solutions, please visit <http://www.scansoft.com/>.

Installation and Activation

Please remove any previous version of PDF Converter before the installation.

1. Insert the CD-ROM in your CD-ROM drive

The installation program will start automatically. If it does not, locate your CD-ROM drive in Windows Explorer and double-click the converter's setup.exe file.

Select a language for installation. The InstallShield® Wizard will appear.

If you have downloaded the converter from the ScanSoft web site, double-click its setup.exe file.

2. Follow the on-screen instructions

You must accept the license agreement in order to proceed.

You must enter a serial number. You will find this on the CD sleeve or on the ScanSoft web site at the download location. Be sure to keep the serial number in a safe place; it is fully checked only during product activation and is also needed for any re-installations.

The installer offers a default location for the program. Accept it or define a different one.

3. Click Finish

Registration runs at the end of installation. Select Register Online to establish a connection to the ScanSoft web site. We provide an easy electronic form that can be completed in a few moments. When the form is filled, click Submit.

If you decide not to register or to be reminded later, you can go to <http://www.scansoft.com/> to register online any time later. Click on Support and from the main support screen choose Register in the left-hand column.

For a statement on the use of your registration data, please see ScanSoft's Privacy Policy.

4. Activate

You will be invited to activate the product at the end of installation. Please ensure that web access is available. Provided your serial number is found at its storage location and has been correctly entered, no user interaction is required and no personal information is transmitted.

If you do not activate the product at installation time, you will be invited to do this each time you invoke the program. PDF Converter can be launched only five times without activation.

Note:

System requirements are presented on the product box and in online Help. The user performing installation or un-installation should have Administrator rights on the computer. Administrator rights are recommended for activation and de-activation.

Note:

You will be allowed to re-install the program a reasonable number of times without having re-activation problems, because un-installation includes a de-activation step. The serial number is needed for re-installation and web access is needed for de-activation and re-activation.

How to Get Help

This printed Quick Reference Guide accompanies the ScanSoft PDF Converter when it is supplied on a CD. This guide is also available as a Microsoft Word document on the CD and after installation in the program folder. It can also be accessed from the About panel. When the program is delivered electronically, this Word document should be consulted. It is available at the download site.

ScanSoft PDF Converter has an online Help system. All program screens and some warning messages have Help buttons. Click a button to open Help at the topic relating to the currently displayed dialog box panel or message.



Press F1 or click the Help button when the About Panel is displayed to open the online Help system at the Welcome topic.

A Readme file with latest information is available on the CD and in the program folder. The ScanSoft web site offers program information, with a regularly updated knowledge base and user forums.

Presenting the Program

PDF Converter has two dialog boxes, each containing tabbed panels:

PDF Converter Assistant

This lets you start conversions and control the process. Its first panel shows you a preview of the PDF file to be converted. It lets you specify whether the PDF should be treated as a document or as a form and set a page range if desired. The following panels are Document Options and Form Options. Only one of these panels will be active, depending on your PDF description choice. The About panel gives access to product support and help.

PDF Converter Settings

This lets you choose a Processing Method for future conversions (using the Assistant or doing one-click speed processing for documents or forms) and provides access to other settings.

Starting the Program

To make the services of PDF Converter easy to call on, it can be started from several locations, as described in the following procedures:

1. The Windows Start Menu

Choose ScanSoft PDF Converter 2.0 under Programs, to see two menu items: PDF Converter Assistant and Settings. All conversions started from the Start menu use the PDF Converter Assistant. It allows you to name an input PDF file and an output Word document file. Display of the created file is optional.

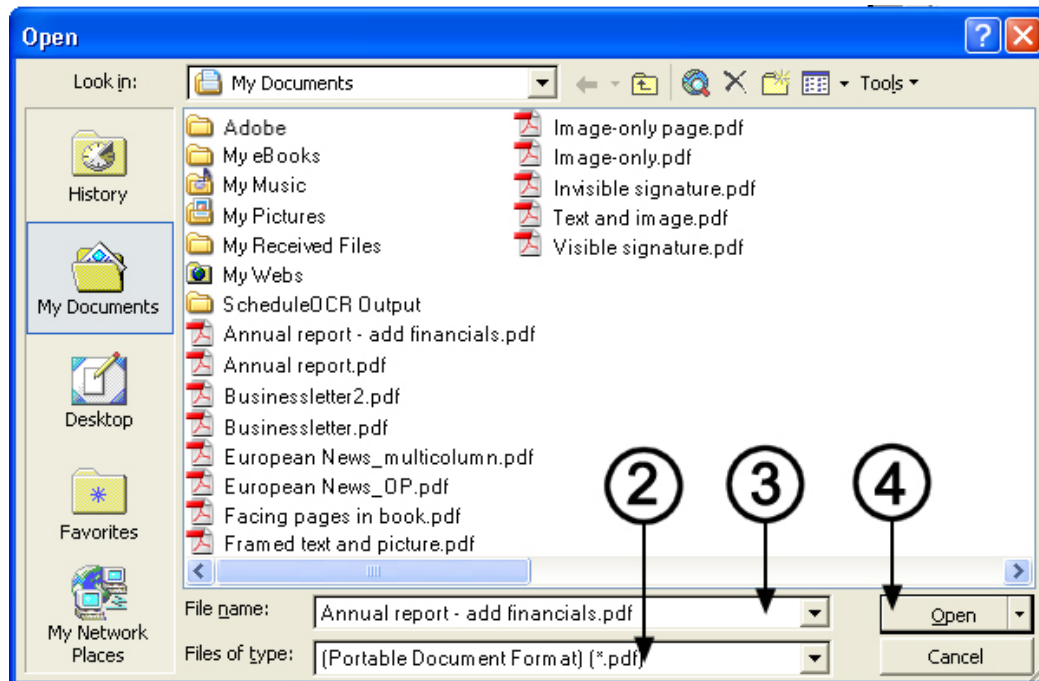
2. The Open PDF button in a Microsoft Word Toolbar

Use the Open PDF button in a Microsoft Word toolbar or the Open PDF item in the File menu to call the PDF Converter Assistant, displaying its Preview panel. It allows you to name an input PDF file and an output Word document file. The resulting file is displayed in Microsoft Word, ready for editing.

3. The Open Dialog Box in Microsoft Word

1. Click the File Open button  or go to the Microsoft Word File menu and click Open...
2. Click the PDF (Portable Document Format) (*.pdf) format in the Files of type box.
3. Select the PDF file you want to convert. Multiple selection is possible.
4. Click Open. (See the screen shot below).
5. Conversion starts according to the Processing Method specified in PDF Converter Settings.
6. If the PDF Converter Assistant is enabled, the PDF is previewed and you can change settings before starting the conversion. If the PDF Converter Assistant is disabled, conversion starts immediately, using existing settings.
7. The progress monitor is displayed along with a series of tips.
8. The converted, editable document is displayed in Microsoft Word. See the following section on how to save the file.

Here are steps 2, 3 and 4 from this procedure:



Note:

You can select two or more PDF files from a folder; each file will be converted into a separate Word document. From all other starting places, only one file can be converted at a time.

4. Microsoft Outlook

1. Select a message that has a PDF attachment. The PDF Converter buttons will become active.
2. Click the PDF Converter button in the Outlook toolbar or in the message toolbar.
3. If the message has more than one PDF, select which PDF to convert and click Open.
4. Conversion is performed as described in Procedure 3 from point 5.

5. Microsoft Internet Explorer

1. Right-click on a hyperlink leading to a PDF file or an HTML page hosting a PDF.
2. Choose Open PDF in Word from the shortcut menu.
3. Conversion is performed as described in Procedure 3 from point 5.

6. Your File System

1. Right-click on a PDF icon or file name in Windows Explorer or a PDF icon on your desktop.
2. Choose Open PDF in Word from the shortcut menu.
3. Conversion is performed as described in Procedure 3 from point 5.

Note:

The last three starting methods can be enabled and disabled in the Enable Shortcuts panel in the PDF Converter Settings dialog box.

How to Convert PDF Documents

Before converting, you must describe your PDF as a document or a form.

For files you describe as documents, select your settings in the Document Options panel. Choose how the layout should be maintained:

- ◆ **True Page[®]** places all elements in text boxes or frames.
- ◆ **Flowing Column** uses text boxes and frames only when necessary, allowing body text to flow from one column to another.

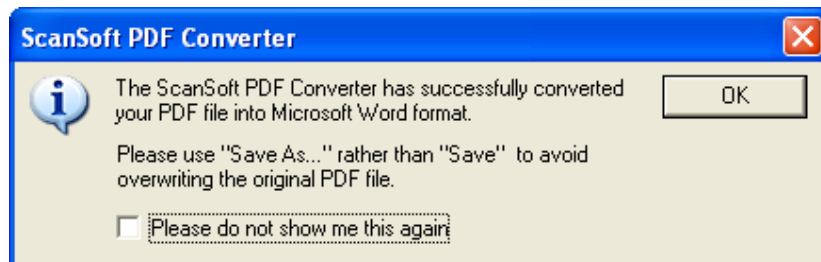
How to Convert Form-like PDF Files

There are two ways of processing form-like PDF files:

- ◆ **Logical Form Recognition™ Technology.** Choose Form as PDF description and use the settings in the Form Options panel. Prefer this when retaining the form structure is more important.
- ◆ **True Page[®] Conversion.** Choose Document as PDF description and choose True Page under Document Options along with the other document options. Prefer this when converting text content is more important.

Saving Converted Files

In starting procedures 3 to 6, your converted document appears in Microsoft Word as if it were still the PDF file. You must save it as a Word document with the command Save As.... If you use Save or Close without saving, you will lose either the converted document or the original PDF. The program warns you of this:



Handling Image-only PDF Files

When performing document conversions, PDF Converter cannot create editable text from PDF files or pages without a text layer. You can decide how the program should handle these pages: transfer them as images to the Word document or skip them.

Image-only pages can be converted by Optical Character Recognition (OCR). You can require inspection of the first pages (up to ten) in PDF files you open. If no text-layer pages are found in these pages, you can have conversion stopped. Alternatively, if ScanSoft OmniPage Pro (version 11 or later) is detected on your system, you can have the files passed to this OCR program for conversion. Choose this under Document Options.

Language Support

When converting a PDF file you classified as a Form, the following languages are supported: Danish, Dutch, English, Finnish, French, German, Italian, Norwegian, Portuguese, Spanish and Swedish.

When converting a PDF file you classified as a Document, ScanSoft PDF Converter can handle over a hundred languages using the Latin alphabet, including all the above and, for instance, Catalan, Czech, Hungarian, Indonesian, Polish, Quechua, Romanian, Swahili and Turkish.

The program can convert multi-lingual documents. A full list of supported languages is provided in online Help.

Un-installation

1. Select Add/Remove Programs from the Control Panel.
2. Select ScanSoft PDF Converter 2.0.
3. Click Remove to uninstall the program or Change to auto-repair it.

A de-activation step is performed at the start of un-installation, allowing you to reinstall the program later without re-activation problems. De-activation requires web access.

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